**Raymond**

Email Add: Raymond.376595@2freemail.com

**Availability:** I can start for work as soon as possible.

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| --- | --- |
| **PERSONAL DATA** |  |
| Age: | 29 |
| Date of Birth: | Jan 23, 1988 |
| Gender: | Male |
| Civil Status: | Single |
| Height: | 180.39 cm |
| Weight: | 78.00 kg |
| Nationality: | Filipino |
| Religion: | Christianity - Catholic |

**WORK EXPERIENCE**

**I have been working for 8 years as a total work experience.**

 Position:

Duration:

Company:

Company Industry:

Location:

Department:

**Chief Pharmacist / Pharmacy Assistant Manager**

December 1, 2014 – December 15, 2017

**The Medical City Clark**

Healthcare Institution

Clark Freeport Zone, Pampanga

Pharmacy

Job Description:

* Monitors of income and expenses of the department and comes up with strategies to increase income
* Maintains merchandise and other controllable expenses within the budget/profitability ratio
* Monitors income and expenses of the department and comes up with strategies to bring down expenses.
* Maintains, supervise and direct adequacy of drug/supplies.
* Coordinates procurement of drug/supplies.
* Minimizes obsolescence
* Minimizes external purchases
* Checks the maintenance of drug inventory control program and make enhancements if necessary
* Approves and signs requisitions of drugs and supplies found in the Pharmacy Inventory.
* Establishes specifications for the procurement of approved drugs by Therapeutics Committee as well as for non-formulary drugs when its external purchase is required.
* Ensures proper utilization of equipment and other assets.
* Secures fixed assets to avoid losses.
* Requests equipment and other fixed assets for the department.
* Approves purchase requisitions of fixed assets
* Approves job orders
* Maintains and promotes good interpersonal and interdepartmental relationship.
* Ensures timely resolution to patient’s complaints, queries and concerns by coordinating with other department/s for the immediate resolution of the concern.
* Handling of Petty Cash and Cash Advance
* Inspects storage and safekeeping of medicines and supplies.
* Prepares memos and reports
* Reviews and revises OPM and related OPCs regularly
* Reviews and revises IJD and performance appraisal regularly
* Supervises completion of accountability forms.
* Submits reports correctly and on time such as semi-annual report, annual report, performance appraisal and other necessary reports.
* Prepares and reports annual budget for the department
* Interviews and recommends applicants for employment.
* Directs, supervises and coordinates activities of personnel plans, organizes staffing pattern, and provides for personal requirement
* Conducts evaluation of concerned Pharmacy personnel.
* Counselling of staff on job related issues.
* Acts as hospital representative in conference and meetings (PPhA, PSHP, ACCP)

 Position:

Duration:

Company:

Company Industry:

Location:

Department:

**Oncology Pharmacist / Compounding Pharmacist**

August 1, 2014 – December 15, 2017

**The Medical City – Clark**

Healthcare Institution

Clark Freeport Zone, Pampanga

Pharmacy

Job Description:

* Compounds chemotherapeutic medicines
* Teaches new staff to compound oncology medicines with safety and accuracy
* Interacts with Oncology nurse and Oncologists to make sure an accurate information towards patients undergo chemotherapy.

 Position:

Duration:

Company Industry:

Location:

Department:

**Hospital Staff Pharmacist**

August 1, 2014 – November 30, 2014

Healthcare Institution

Clark Freeport Zone, Pampanga

Pharmacy

Job Description:

* Fills prescription and dispenses drugs
* Compounds preparations not available commercially when needed
* Clinical pharmacy is being practiced in the hospital as a new service
* Posts charge slips in the computer for out-patients and submits to billing and collection daily for processing.
* Prepares and delivers anti-neoplastic drugs and other drugs for Chemo reserved by Chemotherapy Unit
* Dispenses dangerous / prohibited drugs with requirements and files all Annex A and Temporary Dangerous Drug Forms
* Issues, receives, checks completeness of form, record, files and monitor dangerous drugs disposal form
* Generates print outs of income proof every shift and other reports daily
* Arranges charge slips chronologically and checks Income Proof sheets
* Prepares kit for packages in advance for issuance
* Prints Summary Report daily
* Arranges, checks, files all charge slips receives and dispensed every shift/daily
* Checks and receives deliveries of purchased drug and records expiration dates in the Sales Invoice

 Position:

Duration:

Company:

Company Industry:

Location:

Department:

**Hospital Staff Pharmacist**

April 19, 2012 – July 31 2014

**The Medical City – Angeles**

Healthcare Institution

Angeles City, Pampanga

Pharmacy

Job Description:

* Ensuring medicinal products are stored appropriately and securely to ensure freshness and potency
* Ensuring medication reaches the patient in the correct form and dose – this may include tablets, capsules, ointments, injections, inhalers and creams
* Being responsible for the accurate dispensing and timely distribution of drugs and medicines for inpatients or outpatients
* Responding to medication-related queries from within the hospital, other hospitals and the general public
* Checks drug expirations and monitoring sales of the Pharmacy as well.
* Dispensing and Inventory of Medical supplies as well since we also handles the supplies inside the pharmacy too.

 Position:

Duration:

Company:

Company Industry:

Department:

**Regulatory Pharmacist / Liaison Officer**

June 23, 2010 – April 15, 2012

**Rustan Specialty Concepts Inc / Debenhams Phils.**

Retail Company

Merchandising

Job Description:

* Register the cosmetics and toiletries for Debenhams Philippines under Rustan Specialty Concepts Inc. at Food and Drugs Administrations Philippines.
* Assists in merchandising of the gifts, toiletries and cosmetics in the stores and have a weekly routine on checking the stocks. Also planning on how to sell the products.
* Also assists in operations of the stores along with the Operations Assistant Manager and Manager.

 Position:

Duration:

Company:

Company Industry:

Location:

Department:

**Merchandising Assistant**

June 23, 2010 – April 15, 2012

**Rustan Specialty Concepts Inc / Debenhams Phils.**

Retail Company

405 2nd flr Urban Bldg., Sen. Gil J. Puyat Avenue, Makati City

Merchandising

Job Description:

* Allocate merchandise from warehouse to stores and checks stocks in the store if it is enough so that they will have enough stocks to sell.
* Checks merchandise in the store if they are properly displayed on the floor and if the clerks are

replenishing the items.

 Deciding if an item will be included in the sale list every mid-season sale and end of season sale and update the principal on our sales every week.

* Think of promotions on how to sell products including old items.

 Position:

Duration:

Company:

Company Industry:

Location:

Department:

Job Description:

**Operations Assistant**

June 23, 2010 – April 15, 2012

**Rustan Marketing Specialists Inc / Marks & Spencer Phils.**

Retail Company

405 2nd flr Urban Bldg., Sen. Gil J. Puyat Avenue, Makati City

Merchandising

* Compile the sales of the company per month for Business Reviews.
* Assists in the Store Rating of Marks & Spencer as a mystery shopper.
* Compile SOP's of the store and store employees.
* Sorts out reports from the store.
* Checks payable amounts used by the company employees for business purposes.
* Sets target sales for each branches every month to maintain income.

 Position:

Duration:

Company:

Company Industry:

Location:

Department:

Job Description:

**Customer Service Representative**

September 10 2009 – December 13 2009

**United Parcel Services International Inc.**

Freight Company

Clarkfield, Pampanga

Shipping

* Assists customer in scheduling a pick up for their package, handles lost packages concerns and returning packages through telecommunication.

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| **EDUCATION** |  |  |  |
|  |  | **Highest Education** | **Second Highest Education** |
| Education Level: | Philippine Licensure Examination | Health Authority Abu Dhabi Licensure |
|  |  |  | Examination |
| Education Field: | Pharmacy/Pharmacology | Pharmacy/Pharmacology |
| Course: | Pharmacy | Pharmacy |
| School/University: | University Of Santo Tomas | Trident Tower |
| Location: | Espana, Manila | Makati, Philippines |
| Date: | Jun 2005 - Apr 2009 | Jun 2009 |

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| **LICENSES/CERTIFICATIONS** |  |  |
| **License/** |  |  |  |
| **Certification** | **Date** |
| 1. | Health Authority Abu Dhabi (HAAD) |  |
|  | Licensure Exam for Pharmacy | June 9, 2016 |
| 2. | Philippine Pharmacy Licensure |  |
|  | Examination (PRC) | January 26, 2010 |

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| **SKILLS** |  |  |  |  |
| **Skill** | **Years of** | **Remarks** |  |
| **Experience** |  |
|  |  |  |  |
| Spelling, | >5 | Advanced |  |
| punctuation, |  |  |  |
| grammar and oral |  |  |  |
| Interpersonal/ | >5 | Advanced |  |
| Intrapersonal |  |  |  |
| Skills |  |  |  |
| Research | >5 | Advanced |  |
| Typing | >5 | Intermediate |  |
| Proficient in | >5 | Advanced |  |
| various computer |  |  |  |
| application |  |  |  |
| Office Tasks | >5 | Intermediate |  |

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| **TRAININGS/SEMINARS** |  |
| **Date** | **Topic/Course Title** |
| September 22, 2017 | 15th Chief Pharmacists’ Forum: Regulatory Updates from DOH, FDA and PPhA |
|  | Renaissance Convention Center, Riverbanks Center, Marikina City |
| September 22, 2017 | 3rd Quarterly Symposium & World Pharmacists’ Day Celebration |
|  | Renaissance Convention Center, Riverbanks Center, Marikina City |
| September 23, 2016 | 10th Chief Pharmacists’ Forum |
|  | Dusit Thani Manila, Ayala Centre, Makati City, Metro Manila |
| September 23, 2016 | 3rd Quarterly Symposium & World Pharmacists’ Day Celebration |
|  | Dusit Thani Manila, Ayala Centre, Makati City, Metro Manila |
| August 18, 2016 | Safe Handling of Cytotoxic Drugs in the Hospital |
|  | The Medical City Clark, Clarkfield, Pampanga |
| July 14-18, 2016 | 16th Asian Conference on Clinical Pharmacy |
|  | Seoul, Republic of Korea |
| May 25-28, 2016 | Philippine Pharmacists Association |
|  | 2016 National Convention, Waterfront Hotel, Cebu City |
| March 14, 2016 | Culture Sensitivity Training |
|  | The Medical City Clark; Human Resource Conference Room |
| December 8, 2015 | Basic Course Infection Control |
|  | The Medical City, Ortigas Avenue, Pasig City |
| April 23-25, 2015 | Philippine Pharmacists Association |
|  | 2015 National Convention, SMX Bacolod City |
| November 22, 2014 | Basic Life Support |
|  | The Medical City - Clark Ambulatory Center |
| November 22, 2014 | Hospital Infection Control |
|  | The Medical City - Clark Ambulatory Center |
| November 21, 2014 | Image Enhancement |
|  | The Medical City - Clark Ambulatory Center |
| November 21, 2014 | 5S and Good Housekeeping |
|  | The Medical City - Clark Ambulatory Center |
| November 21, 2014 | Corporate Orientation |
|  | The Medical City - Clark Ambulatory Center |
| November 21, 2014 | Effective Communication Skills |
|  | The Medical City - Clark Ambulatory Center |
| November 21, 2014 | Managing Internal Customer Service |
|  | The Medical City - Clark Ambulatory Center |

November 21, 2014

Cultural Sensitivity

The Medical City - Clark Ambulatory Cen

Sept. 28, 2012

Practical Approach to Common Neurological Problems Holiday Inn, Clarkfield, Pampanga

Aug 24, 2009- Sep 5, 2009 Finishing Course for Call Center Agents Asiaworks Training Solutions

San Fernando, Pampanga